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March 25, 2009

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE DEPARTMENT OF PUBLIC HEALTH'S USE OF
DELEGATED AUTHORITY TO OFFER AND SIGN A TEMPORARY
PERSONNEL SERVICES AGREEMENT WITH PUBLIC HEALTH
FOUNDATION ENTERPRISES, INC.**

This is to advise you that the Department of Public Health (DPH) will exercise its delegated authority as approved by your Board on September 19, 2006, authorizing the Director of Public Health, or his designee, to offer and sign a temporary personnel services agreement with Maxim Staffing Solutions and/or Public Health Foundation Enterprises, Inc. (PHFE). Temporary personnel services have been used by various DPH programs to support projects which require specific services, such as surveillance, epidemiological studies, behavioral characterization, prevention activity, and/or data entry.

DPH's Human Immunodeficiency Virus (HIV) Epidemiology program will use this agreement with PHFE to augment the DPH surveillance staff. PHFE is the current contract provider and was selected due to its familiarity with HIV Epidemiology's surveillance project.

On December 16, 2008, your Board approved acceptance of new monies for a new project in the amount of \$36,713 from RTI International. Of this award, \$18,726 will be utilized to fund contracted services for two part-time temporary personnel, one Study Coordinator and one Study Interviewer, to assist the HIV Epidemiology Program's Transgender HIV Behavioral Survey pilot study. The term of this project is effective upon execution by both parties through June 22, 2009; 100 percent offset by grant funds, at no net County cost.

County Counsel and the Chief Executive Office have approved the Agreement as to form.

If you have any questions or need additional information, please let me know.

JEF: ar
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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors